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CATALOG

OF

OFFICE EQUIPMENT AND FURNITURE

CENTRAL INTELLIGENCE AGENCY

SUPPLY DIVISION

WASHINGTON, D. C.

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P R E F A C E

This catalog establishes nomenclature for Classes A, B, and C, Office Equipment and Furniture within the Central Intelligence Agency.

CLASSES A AND B Office Equipment and Furniture listed herein are non-standard. Therefore, justification, as required by current Supply Procedure, will appear on the face of all requisitions for Classes A and B property.

CLASS C Office Equipment and Furniture listed herein are carried in stock and available upon submission of a requisition in accordance with current Supply Procedure. Should any item of Class C property be temporarily out of stock, the date of availability will be furnished the requisitioning individual.

Requisitions should list all items in numerical sequence and indicate the stock number, description, quantity, and unit. Property Officers of the various using activities will exercise care not to request excessive quantities of Office Equipment and Furniture. The Supply Division will screen all requisitions and may, if deemed advisable, request further explanation.

All items listed in this catalog are classified NON-EXPENDABLE.

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CLASS "A"

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CLASS A PROPERTY

NOMENCLATURE

STOCK NUMBER		UNIT
3-C-270	CABINETS, wood, telephone	Each
3-C-275	CARAFES, thermos, with tray	Set
	CHAIRS:	
3-C-300	Easy, leather, upholstered	Each
	Leather back and seat:	
3-C-315	Straight leg, with arms	Each
3-C-325	Swivel, with arms	Each
3-C-330	Secretarial, leather back and seat, swivel	Each
	DESK:	
	Wood:	
3-D-410	Flat top, double pedestal, 66 x 40 inches	Each
3-D-425	Typewriter, compartment, left or right pedestal, 60 x 34 inches	Each
	DIVANS:	
	Leather, upholstered:	
3-D-445	Length 66 inches	Each
3-D-450	Length 72 inches	Each
3-P-630	PENS, fountain, self-filling, desk type, double pens, with stand (Sheaffer or Parker)	Set
3-R-645	RUGS, miscellaneous	Each
3-S-700	STANDS, smoking	Each
	TABLES:	
	Wood:	
3-T-750	36 x 24 inches	Each
3-T-760	60 x 34 inches	Each
	Conference:	
3-T-775	96 x 48 inches	Each
3-T-780	120 x 48 inches	Each
3-T-785	144 x 48 inches	Each
3-W-880	WARDROBES, wood, 1 door	Each

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CLASS "B"

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CLASS B PROPERTY

NOMENCLATURE

STOCK NUMBER		UNIT
	CHAIRS:	
	Leather back and seat:	
3-C-315	Straight leg, with arms	Each
3-C-325	Swivel, with arms	Each
3-D-415	DESK, wood, flat top, double pedestal, 66 x 40 inches	Each
3-P-635	PENS, fountain, self-filling, desk type, single pen, with stand (Sheaffer or Parker)	Each

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CLASS "C"

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CLASS C PROPERTY

NOMENCLATURE

STOCK NUMBER		UNIT
	BOOKCASES:	
3-B-25	Base	Each
	Horizontal sections:	
3-B-26	12-3/4 x 13 x 33 inches	Each
3-B-27	14-3/4 x 13 x 33 inches	Each
3-B-28	16-3/4 x 13 x 33 inches	Each
3-B-29	18-3/4 x 13 x 33 inches	Each
3-B-30	Top	Each
	BOOKS:	
	Visible record:	
	Pocket type, card size:	
3-B-35	3 x 5 inches	Each
3-B-40	4 x 6 inches	Each
3-B-45	5 x 8 inches	Each
	CABINETS:	
	Horizontal sections:	
	Card:	
	Card size — Drawers wide	
3-C-50	3 x 5 inches — 5	Each
3-C-55	5 x 8 inches — 3	Each
3-C-60	5 x 8 inches — 6	Each
3-C-65	Base (specify size)	Each
3-C-70	Top (specify size)	Each
	Map:	
	Metal:	
3-C-75	5 drawers	Each
3-C-80	Base	Each
3-C-85	Top	Each
	Upright:	
	Card:	
	Card size — No. of drawers	
3-C-120	3 x 5 inches — 1	Each
3-C-125	3 x 5 inches — 2	Each
3-C-130	3 x 5 inches — 4	Each
3-C-135	3 x 5 inches — 20 (10 drawers high)	Each
3-C-140	4 x 6 inches — 1	Each
3-C-145	4 x 6 inches — 2	Each
3-C-150	4 x 6 inches — 4	Each
3-C-155	5 x 8 inches — 1	Each
3-C-160	5 x 8 inches — 2	Each
3-C-165	5 x 8 inches — 4	Each
3-C-170	5 x 8 inches — 14 (7 drawers high)	Each

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CLASS C PROPERTY

NOMENCLATURE

STOCK NUMBER		UNIT
	CABINETS--Continued:	
	Upright--Continued:	
	Filing:	
	Metal, insulated, with combination lock:	
	Cap size:	
3-C-180	4 drawers	Each
	Letter size:	
3-C-185	4 drawers	Each
	Metal, with bar or key lock:	
	Cap size:	
3-C-190	4 drawers	Each
	Letter size:	
3-C-200	4 drawers	Each
3-C-225	For card trays, metal, insulated, with combination lock, 5 drawers (Specify size of card trays)	Each
	Visible record:	
	Pocket type, metal:	
	Card size:	
3-C-235	3 x 5 Inches .32 slides	Each
3-C-240	4 x 6 inches	Each
3-C-245	5 x 8 inches .16 slides	Each
	CHAIRS:	
3-C-335	Typist, upholstered back and seat	Each
	Wood:	
	Straight leg:	
3-C-340	With arms	Each
3-C-345	Without arms	Each
	Swivel:	
3-C-355	With arms	Each
3-C-360	Without arms	Each
3-C-380	COSTUMERS, wood and/or metal	Each
	DESKS:	
	Wood:	
	Flat top:	
	Double pedestal:	
3-D-405	60 x 34 inches	Each
	Single pedestal:	
3-D-420	42 x 34 inches	Each
	Typewriter:	
	Compartment, left or right pedestal: (specify)	
3-D-430	60 x 34 inches	Each

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CLASS C PROPERTY

NOMENCLATURE

STOCK NUMBER		UNIT
	DESKS--Continued:	
	Wood--Continued:	
	Typewriter--Continued:	
	Drop, left or right side: (specify)	
3-D-440	42 x 32 inches	Each
	FILES:	
	Vertical, hinged cover, with compressor, mounted on detachable caster base (tub file):	
3-F-480	Cap size	Each
3-F-485	Letter size	Each
3-H-500	HOLDERS, copy, rite-line or equal	Each
	LAMPS:	
	Desk, electric:	
	Bracket type:	
3-L-530	Fluorescent, with flexible arm	Each
	Pedestal type:	
3-L-535	Fluorescent	Each
3-L-540	Fluorescent with flexible arm	Each
3-L-545	Gooseneck	Each
	MACHINES:	
3-M-580	Dictating, non-portable, cylinder type	Each
3-M-605	Numbering, automatic (specify number of wheels)	Each
3-M-620	Transcribing, cylinder type	Each
3-S-670	STAMPS, time and date recording, electric	Each
	STANDS:	
	Cabinet, visible record:	
3-S-680	1 cabinet	Each
3-S-685	2 cabinets	Each
3-S-710	Typewriter	Each
	STOOLS:	
3-S-715	Drafting, 30 inches high	Each
3-S-720	Filing, approximately 18 inches high	Each
	TABLES:	
	Wood:	
3-T-755	36 x 24 inches	Each
3-T-765	60 x 34 inches	Each
3-T-770	72 x 34 inches	Each

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CLASS C PROPERTY

NOMENCLATURE

STOCK NUMBER		UNIT
	TABLES--Continued:	
	Wood--Continued:	
3-T-790	Telephone, with shelves	Each
	TYPEWRITERS:	
	Non-portable, standard elite or pica type: (specify)	
3-T-825	11 inch capacity	Each
3-T-830	14 inch capacity	Each
3-T-835	18 inch capacity	Each
3-T-840	26 inch capacity	Each
3-T-850	Portable, standard elite type, with carrying case	Each
	VALETS:	
	Metal:	
3-V-860	6 persons	Each
3-V-865	12 persons	Each

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